

## Business Operations

### Board Policy No. 3311, Bids

Policy Adopted: April 6, 2017

Policy Revised: February 8, 2024

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In order to ensure transparency and the prudent expenditure of public funds, the Board of Education (Board), Superintendent or designee shall award contracts in an objective manner and in accordance with law.

~~The Governing Board is committed to promoting public accountability and ensuring prudent use of public funds. In leasing or~~ The District shall purchase ~~purchasing~~ equipment, materials, supplies, or services using competitive bidding when required by law and in accordance with statutory requirements for bidding and bidding procedures. In those circumstances where the law does not require competitive bidding, the Board may request that a contract be competitively bid for the district and when contracting for public projects involving district facilities, the Board shall explore lawful opportunities to obtain the greatest possible value for its expenditure of public funds. When required by law, or if the Board determines that if it is in the best interest of the district, such leases and purchases shall be made using competitive bidding to do so.

Public works projects will be awarded consistent with this Board Policy 3311.

~~The Superintendent or designee shall establish comprehensive bidding procedures for the district in accordance with law. The procedures shall include a process for advertising bids, instructions and timelines for submitting and opening bids, and other relevant requirements.~~

~~No work, project, service, or purchase shall be split or separated into smaller work orders or projects for the purpose of evading the legal requirements of Public Contract Code 20111-20118.4. (Public Contract Code 20116)~~

~~When calling for bids, the Superintendent or designee shall ensure that the bid specification clearly describes in appropriate detail the quality, delivery, and service required and includes all information which the district knows, or has in its possession, that is relevant to the work to be performed or that may impact the cost of performing the work. The Superintendent or designee shall develop the procedures to be used for rating bidders for award of contracts which, by law or Board policy, require prequalification. The procedures shall identify a uniform system for rating bidders and shall address the issues covered by the standardized questionnaire and model guidelines developed by the Department of Industrial Relations pursuant to Public Contract Code 20101.~~

~~(cf. 9270 – Conflict of Interest)~~

~~Except as authorized by law and specified in the administrative regulation, contracts shall be let to the lowest responsible bidder who shall give such security as the Board requires, or else all bids shall be rejected. (Public Contract Code 20111)~~

~~When the Board has determined that it is in the best interest of the district, the district Board may piggyback onto the contract of another public agency or corporation to lease or purchase equipment or supplies to the extent authorized by law. (Public Contract Code 20118.)~~

To ensure that good value is received for funds expended, specifications shall be carefully designed and shall describe in detail the quality, delivery and service required.

To assist the district in determining whether bidders are responsible, the Board may require prequalification procedures as allowed by law and specified in administrative regulation. Prequalification of all general contractors and electrical, mechanical, and plumbing subcontractors for public projects will be done when required by law.

(cf. 9270 - Conflict of Interest)

MOUNTAIN VIEW WHISMAN SCHOOL DISTRICT  
Mountain View, California

*Legal Reference*

*EDUCATION CODE*

*17070.10-17079.30 Leroy F. Greene School Facilities Act*

*17406 Lease-leaseback contract*

*17595 Purchase of supplies through Department of General Services*

*17602 Purchase of surplus property from federal agencies*

*38083 Purchase of perishable foodstuffs and seasonable commodities*

*38110-38120 Apparatus and supplies*

*39802 Transportation services*

*GOVERNMENT CODE*

*4217.10-4217.18 Energy conservation contracts*

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*GOVERNMENT CODE*

*4217.10-4217.18 Energy conservation contracts*

*4330-4334 Preference for California-made materials*

*~~6252~~ 7920.000, et seq. Definition of public record*

*53060 Special services and advice*

*54201-54205 Purchase of supplies and equipment by local agencies*

*PUBLIC CONTRACT CODE*

*1102 Emergencies*

*2000-2002 Responsive bidders*

*3000-3010 Roofing projects*

*3400 Bids, specifications by brand or trade name not permitted*

*3410 United States produce and processed foods*

*6610 Bid visits*

*12200 Definitions, recycled goods, materials and supplies*

*20101-20103.7 Public construction projects, requirements for bidding*

*20103.8 Award of contracts*

*20107 Bidder's security*

*20111-20118.4 Contracting by school districts*

*20189 Bidder's security, earthquake relief*

*22002 Definition of public project*

*22030-22045 Alternative procedures for public projects (UPCCAA)*

*22050 Alternative emergency procedures*

*22152 Recycled product procurement*